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DDA 84-0046/3  
27 January 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 27 January 1984

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of interest:

25X1 a. While the production and distribution of W-2 forms for Agency employees went off smoothly this year, the W-2P forms for CIARDS annuitants contained a program error causing all [redacted] annuitant/survivor social security numbers to be printed incorrectly. Internal Revenue Instructions require that the recipients of these W-2P's make a pen and ink change to their copies of the W-2P. To ensure that all annuitants are aware of the error and how to go about correcting it, we have prepared a mass mailing to go out on 27 January to all W-2P recipients alerting them to the error and pointing out the proper means of correction.

25X1 b. The Foreign Language Committee met at the Community Headquarters Building on 20 January. Most of the meeting was consumed with the editing of the President's Foreign Intelligence Advisory Board briefing paper. Although no specific date has been set for the briefing, the Chairman, [redacted] wished to have the briefing paper in order. The other important order of business was to discuss the steps necessary to set up a language reserve. The first discussion was to tentatively rename the body a readiness pool since the term reserve runs into complications in the military vocabulary.

c. The Federal Bureau of Investigation (FBI) has enrolled another full-time student in Russian-language training which brings the total of FBI Russian students to four.

25X1 WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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i. [redacted] announced that outgoing cables of a routine nature would be returned to the originating office if they carried handwritten corrections, has resulted in a decrease in the number of messages being returned from a beginning high of approximately 100 per day to ten.

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k. On 24 January the CTEC Project Manager for LIMS advised that Grumman Data Systems Corporation, a subsidiary of Grumman Corporation, had agreed to buy CTEC, Incorporated. On 25 January the President of CTEC met with the Director of Logistics and indicated that the change of ownership would have no impact on CTEC's contract to perform quality assurance on the LIMS project.

l. The new recruitment ads developed by the Agency's new advertising agency, Stackig, Sanderson and White, McLean, Virginia, have been drawing large numbers of applicants. For example, the new ad for clericals drew 369 people to the Dulles Marriott for an Agency presentation and testing. The week before, the Finance Assistant ads drew close to 400 people in Washington and Pittsburgh. The new Career Trainee ads will run for the first time on 29 January.

m. At the 16 January meeting of the Building Planning Committee, the Office of Personnel presented a study of alternative work schedules for the FY-1986 expanded Headquarters complex. The study responded to a DDA request for work schedule proposals which would alleviate traffic congestion associated with the planned Headquarters complex expanse. The Committee is now soliciting reactions to the proposals from management in each Directorate.

3. Significant activities anticipated during the coming week:

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a. On Monday, 30 January, the DDA and [redacted]  
Chief of the New Building Project Office, Office of Logistics,  
will brief Congressman Frank Wolf on the New Headquarters  
Building [redacted]

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b. On Thursday, 2 February, the DDA will meet with  
Congressman John Conyers, Jr., prior to his National Black  
History Month keynote address in the Auditorium. The DDA will  
also host a luncheon in honor of Congressman Conyers following  
his address.

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[redacted]

Harry E. Fitzwater

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